

CITY OF BURBANK

FACILITY TECHNOLOGY COORDINATOR

DEFINITION

Under general direction, coordinates or supervises the development and/or operations of specialized mission critical facility management and technology systems required to provide electric or water service; and perform related work as required.

ESSENTIAL FUNCTIONS

Coordinates projects and is responsible for or assists in managing one or more unique and essential electric or water technology systems such as Computer Aided Design (CAD), Geographical Information Systems (GIS), Supervisory Control And Data Acquisition (SCADA), Facility Management (FM), or other essential utility automation functions; facilitates work flow and needs assessment discussions with users; identifies key business processes and user requirements; determines feasibility of proposed projects; defines project scope and objectives; prepares detailed project specifications (including hardware and software requirements); coordinates the procurement process; develops or reviews system support and user documentation; develops and arranges training; develops and monitors project implementation plans; monitors contract compliance and systems performance with established specifications, policies, and procedures; identifies and resolves system problems; maintains and supports existing applications and databases; ensures timeliness and accuracy of data updates; supervises staff that operate, maintain, or support distribution automation systems; identifies and implements needed system enhancements; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards

- Knowledge of - GIS, CAD or other major electric or water automation systems; industry standard application implementation methodologies and analysis tools; operating systems and networks; electric or water business processes and the complex data models on which they operate.
- Ability to - implement electric or water automation systems; prepare and modify system documentation and processes; monitor and enhance existing functionality and performance; develop and enhance operating procedures and quality standards for automation technology systems; train employees in the implementation and use of automation systems; resolve technical operating problems; communicate functional specifications effectively both verbally and in writing; maintain current skills in the field through ongoing training, reading, and participation in professional development associations, conferences, and programs; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Graduation from an accredited college or university with a Bachelor's of Science degree in computer science, information systems, electrical engineering, or a closely related field or a certification as a GIS or other IT professional from a nationally recognized GIS or other corresponding Industry Association; two years experience working in the utility industry at the equivalent level of Senior Engineering Technician developing or operating distribution automation applications; and two years supervisory or lead experience.

Special Conditions & Requirements: The physical ability to lift up to 40 pounds, physically perform sedentary to light work involving moving from one area to another, demonstrate sufficient hand/eye coordination to perform repetitive movements such as typing and work under extensive exposure to video display terminals/computers.

License & Certificates: A valid California Class "C" driver's license or equivalent and a current industry recognized certification (to be determined at time of recruitment) may be required at time of appointment.

SUPPLEMENTAL INFORMATION

None.